

<b>Book</b>	CHPA Administrative Procedure Manual
<b>Section</b>	Chapter 2 General Institution
<b>Title</b>	AP 2280 Use of Generative AI
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<b>Legal</b>	None currently
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### **Acknowledging the Use of AI**

Chatbots and other Generative AI tools can be utilized effectively as a research tool. They can provide ideas and critiques to prompt students and may also provide learners with the knowledge required in the future workforce.

Where students have utilized Generative AI as part of the work - then they should clearly be showing:

- Question(s) which have been asked.
- What results/responses have been automatically generated.
- What software has been used to generate the response.
- The date/time it was accessed.
- Evidence of use of AI must be submitted with the work as an appendix or within the bibliography if the submission contains one.

### **Role of a Teacher**

The teacher plays a pivotal role in ensuring learners are aware of how they can and cannot use AI within the subject they are teaching. All teachers should review the policies pertaining to Artificial Intelligence to help aid understanding of the proactive nature required to support and challenge the use of AI in the classroom. They should also familiarize themselves with AI tools relevant for their subject including:

- Understanding of what could be created that pertains to their curriculum.
- Types of questions that students may ask and the ‘responses’ that come out.
- The structure that certain AI may utilize to help them spot any misuse.
- Teachers must not accept work which is not the students’ own.

## **Misuse of Artificial Intelligence**

While the potential for student artificial intelligence (AI) misuse is new, most of the ways to prevent its misuse and mitigate the associated risks are not; CHPA already has established measures in place to ensure that students are aware of the importance of submitting their own independent work for assessment and for identifying potential malpractice.

AI misuse can be seen by the following common examples:

- Deliberately using AI to generate responses which are not the student's own.
- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own.
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation, or calculations.
- Failing to acknowledge use of AI tools when they have been used as a source of information.
- Incomplete or poor acknowledgement of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

## **Consequences for the misuse of AI**

Principals of each academy will determine the consequences for the violation of this policy in accordance with their own existing policies on academic dishonesty.